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Executive Registry
62-6290

15 November 1961

Memorandum for Mr. McCone

SUBJECT: Monthly Letters from CIA Overseas Stations and Bases

1. The Agency has [redacted] stations and bases. 25X1
Each of these stations and bases is required to send a letter each month addressed to the Director (with copies to the Deputy Director (Plans) and the area division). These letters in effect are status reports and are supposed to contain brief reports on the situation in the area, operations, relations with other agencies, and administrative problems, if any. The letters vary in length from one paragraph to several pages. The letters also vary in value: some stations and bases sending generally interesting letters; others are spotty; still others seldom report anything of interest.

2. The original intent of the program of monthly letters was to provide a device for the Director to receive directly an impression of each station's activity. It also was to supply a channel for a station chief to get a message directly and unintercepted to the Director.

3. For the past several years either myself or a member of my staff has been preparing a digest of all monthly letters received

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during the month -- the attached digest [redacted] received during October is 15 pages long, but double-spaced, half-page; reading time about five minutes. In addition to the digest, we have sent on to the Director any letters we thought outstanding. Mr. Dulles has found this digest valuable, and it has also been used by the DD/P and his staff. General Cabell has had his assistant go through all the letters and select ones that he thought the General should read. 25X1

4. I would appreciate, at your convenience, being advised whether you wish these digests continued and if there is any change in format or length you desire. 25X1

[redacted]

Lyman B. Kirkpatrick
Inspector General

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